



Per Capita Application Questions

ECONOMIC IMPACT

1. Provide a detailed overview of the proposed project and project activities included in the project budget. If the full project scope goes beyond the reflected budget, please provide a breakdown of the current and later phases of project activities.
ATTACHMENTS: A 1-2-page Executive Summary should be uploaded with the application.
2. Identify the project goals, approach, and outcomes, and how the project relates to the region's Economic Growth and Diversification plan and the goals of GO Virginia.
3. Describe the project timeline and the specific project milestones that will be utilized to track project progress and fund disbursement. Address the project administrator's ability to meet these milestones and to take remedial actions in the event that are not achieved. **ATTACHMENTS:** Project Milestones including a proposed Drawdown Schedule should be uploaded with the application.
4. Provide a detailed description of the performance metrics that will be used to quantify success, both quantitative and qualitative, and how the metrics were developed. Describe the Return on Investment (ROI) methodology and calculated ROI and the timeline for achieving the expected ROI. Include an explanation and source of any data used as the basis for ROI and outcome projections. **ATTACHMENTS:** Performance Measures and ROI Calculations should be uploaded with the application.

REGIONAL COLLABORATION

5. Describe the service area of the project. Identify localities participating in the project (financially or administratively) as well as those localities that are served by the project.
ATTACHMENTS: Relevant letters of commitment (including in-kind contribution forms) or support from localities or local government entities should be uploaded with the application.
 - a. What portion of the region's population is served by the project? How was this figure calculated?



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- b. Does the application request a waiver of the local match requirement? (\$50,000 or 20% provided by participating localities, whichever is greater).
 - c. Are there localities or other GO Virginia regions (including interstate collaborations) that are outside the applying region that are participating in the project? If so, describe the nature of the collaboration and the anticipated impact.
6. Identify cost efficiencies, repurposing of existing funds, leveraging of existing assets, or other evidence of collaboration that can be demonstrated as a result of the project.
7. Discuss existing grant requests or programs with similar goals and indicate how the proposed project is not duplicative of, but additive to, other efforts to support economic diversification and the creation of higher-paying jobs. Have existing efforts been successful and sustainable?
 - a. For enhanced capacity building projects, discuss how the enhanced capacity building effort could contribute to the success of associated future grant requests and how the project could be replicated or used across multiple grant requests and/or regions.

PROJECT READINESS

8. Describe all partner organizations involved with the implementation of the project, including the entity's role, financial or in-kind commitment, and capacity to successfully execute their duties as they relate to the project. These may include but are not limited to school divisions, community colleges, public and private institutions of higher education, economic and workforce development entities, local governments, regional organizations, planning district commissions, nonprofit organizations, and private-sector entities.
9. Discuss any major barriers to successful implementation and other associated risks along with a plan to overcome them. How will the project administrator address these barriers?
10. Discuss prerequisite activities undertaken by the collaborating parties to increase efficiency with regard to program delivery and support for the project once launched.
11. Discuss how the regional council and project developers have consulted with subject matter experts regarding the efficacy and viability of the proposal and how the methodology and approach has been validated.
12. Discuss how the regional council and project developers have consulted with local government entities regarding the strategy and implementation of the project.



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- 13.** Identify the total project budget and the sources and uses for matching funds and leverage.
- Does the project have the required \$1:1 match? If so, what are the sources/uses for these funds?
 - Does the project have the required 20% (or \$50,000 if request is less than \$250k) local match? If so, what are the sources/uses for these funds?
 - Are any additional funds or in-kind contributions serving as leverage for the project? If so, what are the sources/uses for these funds?
 - ATTACHMENTS:** Financial commitment letters and In-Kind Contribution forms should be uploaded with the application.

PROJECT SUSTAINABILITY

- 14.** Discuss how the program will achieve stable, long-term sustainability beyond the initial funding period? Have any funding sources been secured to continue implementing the program or strategy following the exhaustion of these funds?

REQUIRED ATTACHMENTS

- Executive Summary
- Milestones Overview and Drawdown Schedule
- Performance Metrics
- Commonwealth Return on investment (ROI)
- Letters of Financial Commitment
- In-Kind Contributions Forms (DHCD Template)
- Budget Overview (DHCD Template)
- Letters of Support

OPTIONAL ATTACHMENTS

- Resume for Project Managers
- Local Match Waiver Request
- CAMS allows space for up to 4 additional attachments